

Stephens County Board of Commissioners

P.O. Box 386

Toccoa, Georgia 30577

Telephone (706) 886-9491

Fax (706) 886-2185

Kenneth Peeples, Chairman
Rex Anderson, Vice Chairman
Harold Andrews, Commissioner

Russell Smith, Attorney
Phyllis Ayers, Finance Director
Interim County Administrator

Public Works Director **Stephens County Board of Commissioners**

Stephens County Board of Commissioners is accepting applications for the position of Public Works Director. Stephens County has a population of approximately 25,143 with 165 employees and a \$22.3 million government wide budget and operates under the direction of a county administrator and a three person Board of Commissioners.

Minimum qualifications include a bachelor's degree in civil engineering, or PE certification, or ten (10) years of progressively responsible experience in public works operations, including five (5) years related managerial experience or any equivalent combination of education, training, and experience which provides the requisite knowledge skills and abilities for this position.

This position is responsible for directing public works projects and operations; including programming, budgeting, staffing, strategic planning, and allocation of resources. Also, prepares formal bid proposals, participates in bid selection, prepares contracts in accordance with Stephens County Policies and Procedures, the State of Georgia, and Georgia Department of Transportation Guidelines, and monitors performance against those contracts. The qualified applicant should possess excellent communication skills including the ability to make professional presentations. Applicant must also possess and maintain a valid commercial driver's license (CDL) and flagger's license.

Salary will be commensurate with qualifications and experience.

Applications will be received at, or resume mailed to: Stephens County Board of Commissioners; Attn: Patsy Browning, Human Resources; Courthouse Annex; 102 Tugalo Street; Room 206 or Post Office Box 386; Toccoa, Georgia 30577.

The deadline for submitting an application is November 12, 2007.

Stephens County is an Equal Opportunity Employer and a Drug Free Workplace.